

CG-5368 (6-04)	<div>MOTOR VEHICLE UTILIZATION REPORT</div> <div>(Instructions on next page)</div>					
OPFAC NUMBER	TAG NUMBER	TOTAL FY-____ MILES		FPMR EXCEPTION		FY-____ STATUS
		EXCEEDS 41 CFR 101-39.9	LESS THAN 41 CFR 101-39.9	OPERATIONAL PROGRAM	ADMINISTRATIVE PROGRAM	ACTIVE/TERMINATE (DATE)

## INSTRUCTIONS FOR FORM 5368

- (1) If vehicle is used for less than 12 month period, note the total months used, and actual mileage used, not projected usage. Place vehicle into the category that best fits the vehicle i.e. (If vehicle is used for 2 months, a sedan and obtained 4,000 miles then its monthly average is 2,000 miles. It exceeds 41 CFR 101-39.9 criteria, therefore, it should go under column exceeds 41 CFR 101-39.9... If same vehicle went only 1,000 miles its monthly average (500) would be less than 41 CFR 101-39.9 and would go in the less than column.) Put actual mileage in column.
- (2) All vehicles less than the 41 CFR 101-39.9 limitation require special justification. They must be categorized either as operational or administrative program. Using the vehicle record indicate which category the vehicle is in by placing the mileage in either column. All vehicles that have been classified as special purpose vehicles shall place the letters "SP" in the appropriate column.
- (3) For each vehicle, note whether it is active or terminated. All vehicles that will be or have been terminated should be marked as terminated and date of termination provided.
- (4) ~~This form is to be used for both GSA and DHS owned vehicles.~~